



## CHIEF ADMINISTRATIVE OFFICER

City of Burlington

City Hall, Room 20, 149 Church Street, Burlington, VT 05401

Voice (802) 865-7000

Fax (802) 865-7014

TTY (802) 865-7142

TO: City Council

FROM: Jonathan P.A. Leopold, Jr., CAO

DATE: April 29, 2011

RE: Adjustments to Projected Revenues and Expenditures to Balance the Fiscal Year 2012 Budget

A handwritten signature in black ink, appearing to read "J. Leopold", is written over the "FROM:" line.

Attached please find a summary of recommended reductions in expenditures and increases in revenues to close the projected \$760,000 deficit projected for the General Fund for Fiscal Year 2012. The attachments include descriptions of the recommended budget changes and the projected impact of these changes.

As stated in my other memo on the FY 2012 Budget, increases in the total costs of the Police and Fire Departments are over \$1.2 million with offsetting increased revenue of less than \$100,000. The proposed budget adjustments for these two departments are intended to have minimal impact and would achieve modest savings in these departments in Fiscal Year 2012. The recommendations to balance the budget without significant reductions in these safety services reflect both revenue increases and significant staff reductions in every major department.

The Police and Fire Departments represent approximately 50% of the total City General Fund staff. These two departments are also the most dependent on non-department generated revenues (primarily property taxes) to support these expenditures. As discussed on numerous occasions, the property tax base of the City is stable but lacks growth consistent with inflation. Thus, the increased personnel costs as a result of inflation significantly exceed the growth in revenues to support these two departments.

I have advised the Mayor and other members of the Board of Finance that I am concerned that a budget for Fiscal Year 2012 based on these measures would not be sustainable in Fiscal Year 2013. I do not believe it will be possible to balance next year's budget without either a tax increase or significant reductions in both the Fire and Police Departments. Essentially, adopting a budget in Fiscal Year 2012 without a current increase in tax rates and revenues will mandate unacceptable cuts in safety services in the absence of a substantial tax increase next year.

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It is important to also note that the balanced budgets of the current and previous fiscal years benefited greatly from stable health insurance and worker's compensation expenditures. At a minimum, I anticipate the costs of the City's health insurances will increase significantly in Fiscal Year 2012 and 2013. The increases I anticipate would be consistent with increases experienced by other employers in Vermont. The City has benefited greatly from the various strategies by the City and Blue Cross Blue Shield these past few years to moderate costs. However, I think the City has realized the benefit of these efforts but they will not continue to yield similar stable expenditures.

In conclusion, I continue to recommend the benefit of an increase in the property tax rate and revenues to provide a stable revenue base for safety services in both Fiscal Year 2012 and 2013. As indicated in the attached materials, it is possible to balance the Fiscal Year 2012 Budget with modest impacts on safety services. However, such a budget is not sustainable for Fiscal Year 2013 without a tax increase and/or a significant reduction in safety services personnel.

Finally, I have also attached a copy of draft minutes from the April 27, 2011 minutes of the Board of Finance which will provide some further discussion relative to the recommended budget adjustments.

## Summary of Budget Offsets

Department	Potential Saving Measure	Est. Savings	Object Code	Description
<b>Voter Registration</b>	Reduction in Staff Hours	2,000	61400	Part Time Help
<b>Clerk/Treasurer</b>				New Acting/HR/Payroll System to offset Reductions
C/T Office	Eliminate 1/2 FTE	33,000	61400	Reduce Part Time Staffing
Payroll	Eliminate 1 FTE mid year	25,000	61200	Reduce Full Time position mid year
IT	Eliminate 1/2 FTE	50,000	61100	Reduce Full Time position mid year or half time
<b>Human Resources</b>	Eliminate 1 FTE requested & level fund	90,000	61100	Eliminate 1 new position requested
<b>City Attorney</b>	Net reduction in Professional Services	75,000	64990	Reduce Outside Legal Services
<b>Fire</b>	Change Fire Marshal Staff	-		Offset need for increase in Extra duty
	Change Training Program impact on Extra Duty			Offset need for increase in Extra duty
<b>Police</b>	Eliminate 1 FTE in Traffic Div.	39,000	61200	Meter Checker Hourly
	Full cost sharing SRO w/ BSD	20,000	49022	Security work for BSD
	Maintain one vacancy in sworn officers	51,000	61200	Reduce 1 FTE police officer position
<b>DPW</b>	Reduced Expenditures	88,410		Refer to Memo
	Increases in Revenue	563		Refer to Memo
<b>Code Enforcement</b>	Reduction of Temporary Help	7,500	61450	Reduce temporary help hours
<b>Library</b>	Reduced Expenditures	41,000		Refer to Memo
	Increases in Revenue	1,000		Refer to Memo
<b>Parks &amp; Recreation</b>	Reduced Expenditures	39,000		Refer to Memo
	Increases in Revenue	93,500		Refer to Memo
<b>City Arts</b>	Reduce the Festival of Fools from 4 days to 3 c	25,000	64990	Professional Services
<b>General Adjustments in review of expenditures &amp; Revenues</b>		80,000		
		-----		
		760,973		

Other Budget Increases

Clerk/Treasurer	CAO Compensation	25,000	61100	Increase CAO salary
Marketplace	General Fund Comp	25,000	75500	Operating Transfer for Mktplace services
Fire Department	Salary adjustment for Battlechiefs	25,000	61100	Salary Reclass for Fire Dept Management
CEDO	Graffiti	15,000	75400	Operating Transfer to support program
		-----		
		90,000		



## OFFICE OF THE CLERK/TREASURER

City of Burlington

City Hall, Room 20, 149 Church Street, Burlington, VT 05401

Voice (802) 865-7000

Fax (802) 865-7014

TTY (802) 865-7142

### BOARD OF FINANCE

APRIL 27, 2011

DRAFT

### MINUTES OF MEETING

Members present: Mayor Kiss, Councilor Paul, Councilor Mulvaney-Stanak, Councilor Wright. Also present: Councilor Bushor, CAO Leopold, ACAO Schrader, Steve Goodkind, Public Works Director, Fire Chief Seth Lasker, Police Chief Michael Schirling, Larry Kupferman, CEDO Director, Amber Collins, Library Director, Joe Reinert, Assistant to the Mayor.

CAO Leopold presented the Board with a summary of budget offsets. He explained the potential cuts within the Fire Department revolved around the Fire Marshall staff and training but did not include reduction in firefighter staff, as minimum staffing would negate any savings in personnel costs. CAO Leopold provided the Board with shift directory that explained how minimum staffing and mandatory call-ins would be impacted with staffing reduction. CAO Leopold also summarized the revenue derived by the department through the ambulance service, indicating that due to the reductions in Medicare payments, the revenue for the service would, at best, remain flat. CAO Leopold explained that the staffing changes proposed for the Fire Marshall involved having the support staff in the Fire Marshall's Office revert to a responding firefighter when necessary to meet minimum staffing requirements.

CAO Leopold next addressed the potential reductions in the Police Department including the elimination of a parking enforcement position. He explained that the goal would be to not adversely impact ticketing revenue but it would bear watching in tandem with meter revenue. Other potential reductions include full cost-sharing with the Burlington School Department and elimination of a sworn officer position or an equivalent reduction in overtime due to the fact that the department is, while not fully staffed, optimally staffed for the first time in a number of years. Chief Schirling explained to the Board the staffing levels and its impact on overtime, stating that there is a balance that needs to be reached in staffing that would have a positive impact on overtime costs. If the department becomes fully staffed, they would actually see an increase in overtime due to court time call back.

CAO Leopold addressed potential reductions in expenses within the Department of Public Works as outlined in a memorandum from the department and some slight increase in revenue. Mr. Goodkind explained to the Board that three temporary employees would be reduced within the sidewalk snow removal program and the replacement of a sidewalk snow machine would be eliminated. Other than this, there were smaller reductions and revenue enhancements. As a result visible service impacts would be with snow removal.

Mr. Goodkind stated there were only two major General Fund supported activities within the Public Works Department: snow removal and equipment maintenance. As equipment maintenance impacts numerous General Fund departments, the only activity that can be considered to reduce the General Fund obligation is snow removal.

The CAO addressed the potential reductions outlined for the Fletcher Free Library which included reduced staffing of part time and temporary employees. This would primarily impact the Library's outreach programs.

CAO Leopold presented the potential reductions outlined for the Parks Department including reduction in staffing. It was noted that increased productivity in the Arena would be instituted with increased revenue anticipated.

CAO Leopold outlined reductions in staff hours that provide support of the Voter Registration activity. He explained that, in the future, it would be advantageous for the City to formalize the relationships and support currently provided by the Clerk/Treasurer's Office. With regard to the Clerk/Treasurer's Office, it was proposed to reduce the equivalent of two FTE's, one in Payroll mid-year; a half time position within the department supporting the land records indexing activities and a half-time FTE in the IT group. These reductions could be accomplished with the implementation of a new financial management and personnel/payroll system.

CAO Leopold addressed the Human Resources Department and reduction of one requested new position due to the implementation of the new financial management system. CAO Leopold indicated that the reductions in the HR and C/T Offices were dependent on the acquisition of this new system. The reductions would have significant impacts without the new system. Finally, there was the issue of system acquisition costs that would have to be addressed in the proposed budget for FY 2013.

CAO Leopold addressed that City Attorney's budget and a proposed reduction in outside professional services of \$100,000 and a reduction in charge backs to other departments of \$25,000. The net savings for the General Fund would be \$75,000.

CAO Leopold closed by reminding the Board of remaining budget items including funding for graffiti control, an offset for certain Marketplace services, and increased personnel costs for the reclassification of Battalion Chief in the Fire Department and the Chief Administrative Officer.

The Board agreed that it would be ideal to have a work session with the full City Council to begin at 5:30 p.m. on Monday.

Reportin Period	Description	Amended FY 10 2010 Budget	YTD 03/31/10 FY 10 2010 Actuals	YTD 06/30/10 Final 2010 Actuals	Amended FY 11 2011 Budget	YTD 03/31/11 FY 11 2011 Actuals	Requested FY 12 Budget	FY 11/12 Difference	% Change
<b>VOTER REGISTRATION (103005)</b>									
103005	61200 WAGES HOURLY	-	-	-	-	-	-	-	-
103005	61400 PART-TIME HELP	2,500	-	-	1,350	-	-	(850)	-63.0%
103005	65990 OTHER CONTRACTUAL SVCS	17,500	12,625	18,814	17,500	17,108	-	(1,650)	-9.4%
103005	68100 TELEPHONE	150	341	455	500	340	-	(50)	-10.0%
103005	70100 OFFICE SUPPLIES	500	-	-	300	-	-	(100)	-33.3%
103005	70400 POSTAGE	1,000	2,719	3,003	2,000	2,182	-	-	0.0%
103005	73990 OTHER CHARGES	-	-	-	-	-	-	-	-
<b>SUBTOTAL</b>		<b>21,650</b>	<b>15,684</b>	<b>22,272</b>	<b>21,650</b>	<b>19,630</b>		<b>(2,650)</b>	<b>-12.2%</b>



KENNETH A. SCHATZ, Esq.  
City Attorney

EUGENE M. BERGMAN, Esq.  
Sr. Assistant City Attorney

NIKKI A. FULLER, Esq.  
Assistant City Attorney

RICHARD W. HAESLER, JR., Esq.  
Assistant City Attorney

CITY OF BURLINGTON, VERMONT

OFFICE OF

THE CITY ATTORNEY

AND

CORPORATION COUNSEL

149 CHURCH ST.  
BURLINGTON, VT 05401-8489  
(802) 865-7121  
(TTY) 865-7142  
FAX 865-7123

## MEMO

**TO:** Jonathan P. A. Leopold, Jr., Chief Administrative Officer

**FROM:** Kenneth A. Schatz, Esq., City Attorney *KAS*

**RE:** 2012 Budget Reductions

**DATE:** April 27, 2011

I'm writing in response to your request for information regarding the impact of a significant cut in the contractual services line item in the City Attorneys' budget for Fiscal Year 2012.

Let me begin by pointing out that our ability to control expenditures for legal services is somewhat limited by circumstances. We must provide legal services as needed, including when called on by the Mayor, City Council and City departments or to enforce our laws and defend the City. We cannot predict extraordinary legal issues that may arise and that may require priority attention.

We will do our best to manage a significant reduction in the City Attorneys' budget by managing and controlling access to legal services by City departments and to a lesser extent the City Council. We are already in the process of working with Planning and Zoning and Code Enforcement on the management and control of their legal expenses.

We will have to prioritize our responses to time sensitive requests for legal services. Our office will continue striving to provide quality legal services to the best of our ability and capacity but a significant reduction in our budget will impact the breadth and timeliness of our responses.

cc: Bob Kiss, Mayor

lb/c: KAS 2011/Jonathan Leopold, CAO re 2012 Budget Reductions





# Burlington Fire Department

136 South Winooski Avenue  
Burlington, Vermont 05401-8378  
(802) 864-4554 • (802) 658-2700 (TTY)

Business Fax (802) 864-5945 • Central Station Fax (802) 865-5387



TO: Jonathan Leopold, CAO City of Burlington

FROM: Seth Lasker, Chief Engineer

DATE: April 27, 2011

RE: Impact Statement

## **Moving the Fire Inspector position to Suppression (on shift):**

The impact of removing one of the three positions from the Fire Marshals (FM) office will have a negative impact on all aspects of the offices responsibilities. The Fire Marshals office logged over 10500 events managed 2.17 million dollars in fire protection system construction/maintenance projects and generated \$64,600.00 in permit fees related to these projects in 2010. These events include Investigations, Inspections, Fire Alarm Acceptance Testing, Permits for construction projects, Special events and educational programs to mention only a few. Many of these events require a significant amount time to accomplish.

If the third position was removed from this office the impact would be the elimination of but not limited to the following:

- Pre-school thru eight grade educational programs (2500 students)
- Secondary/College educational programs (1500 students)
- Slower acceptance times in regards to building and protection system plans review, translating into extended permitting times, slowing overall construction projects.
- Night time bar inspections would have to be greatly curtailed or eliminated.
- Time of sale inspections.
- Any type of professional outreach (community programs such as safety planning for businesses and public assemblies. Emergency planning for the Hospital, Nursing Homes, The local Colleges and University.
- Emergency planning for large events such as events on the waterfront.

Note: In the late 1990's the third position was removed from the FM office and placed into suppression. The result was a noticeable change in the offices ability to deliver timely service and the elimination of some of the programs listed above which in turn generated many complaints to the Mayor's office. The position was restored within 45 days.

## **Reduction of Outside Training:**

Currently the vast amount of training made available to the Departments membership is conducted in house while members are on duty. Outside Training mainly center's around the recertification mandates set by the State and or the Federal Government, included in this is all level of EMT and Firefighter certifications. These types of programs have to be delivered by specific guidelines and instruction in accordance with established rules, that mandate minimum hours and diverse topics annually. As a Department we have always encouraged our membership to seek advanced career development and education most of which cannot be offered at the local level for example attendance of course work at the National Fire Academy. It also should be noted that some of this course work is encouraged for promotion in hopes of providing the department and the citizens of the city with the highest level of service.

It would be fair to say that there are some other areas of outside training that could be reduced, eliminated or offered in a different way to offset the financial impact that some of this training creates. An example of this would be a train the trainer program, where we send one or two members to an outside course that would in turn be taught in house to all members.

		GENERAL FUND EXPENSES								OBJECT CODE LEVEL			

# BURLINGTON FIRE DEPARTMENT SHIFT DIRECTORY

Last Update 4/27/2011

## A Shift (24)

<b>Car12</b>	<b>Engine2</b>	<b>Engine 3</b>	<b>Engine 4</b>	<b>Engine 5</b>
	LT B. Drouin	Capt T. Mantone	Lt G. Francis	Capt P. Walsh
<b>Engine1</b>	SF D. Mulac	SF R. Slater	SF D. Reuschel	SF J. Moquin
Lt P. Murphy	SF M. Curtin	FF M. McDonough	SF J. Whitehouse	FF R. Montminy
SF A. Macbeth	PF N. Muzzy			
SF C. Sullivan	<b>Rescue 2</b>			
SF P. Edgerley	FF J. Ziter			
PF T. Mitchell	FF K. McNulty			
<b>Rescue 1</b>				
FF J. Savoy				
FF B. Mathieu				
<b>Tower 1</b>				
Lt K. Nolan				
SF J. Keenan				

## B Shift (25)

<b>Car12</b>	<b>Engine2</b>	<b>Engine 3</b>	<b>Engine 4</b>	<b>Engine 5</b>
DC S. Moody	Lt R. Plante	Lt J. Valyou	Capt P. Brown	Lt E. Perry
<b>Engine1</b>	SF E. Webster	SF T. Middleton	SF J. Woodman	SF W. McNamara
Capt D. Roberts	SF C. Reardon	SF C. Laramie	SF T. Gates	FF T. Ferris
SF M. LaChance	PF Kyle Anderson			
SF S. Ploof	<b>Rescue 2</b>			
SF T. Barrett	FF B. Wilson			
PF T. Critchlow	FF T. Colgrove			
<b>Rescue 1</b>				
FF S. Petit				
FF J. LaRock				
<b>Tower 1</b>				
Lt B. Kilgore				
SF S. Crady				

## C Shift (24)

<b>Station 1</b>	<b>Station 2</b>	<b>Station 3</b>	<b>Station 4</b>	<b>Station 5</b>
<b>Car12</b>	<b>Engine2</b>	<b>Engine 3</b>	<b>Engine 4</b>	<b>Engine 5</b>
DC S. Bourgeois	Capt T. Costello	Lt S. Kilpatrick	Lt B. O'Brien	Lt T. Sicard
<b>Engine1</b>	SF D. Libby	SF D. Rousseau	SF T. LaForce	SF M. Charney
Lt A. Collette	SF F. Aumand	SF P. Luedee	SF D. Wilson	SF K. O'Brien
SF J. Grenon				
SF C. Franzen	<b>Rescue 2</b>			
SF A. Bergeron	FF A. Pitrowiski			
PF K. Lanphear	FF J. Raymond			
<b>Rescue 1</b>				
FF T. Burns				
FF N. Perkins				
<b>Tower 1</b>				
Capt D. Gale				
SF M. Trombley				

**Fire Chief:** Seth Lasker  
**DC of Admin.:** DC Bruce Bourgeois  
**Training Officer:** Rob Mullin  
**Office Assistant:** Jillian Bogert  
**Recruit Academy FF's:**

**Fire Marshal:** BC Terence Francis  
**Asst. Fire Marshal:** Barry Simays  
**Fire Inspector:** William Sears  
**Dept. Chaplin:**



## BURLINGTON POLICE DEPARTMENT

1 North Avenue  
Burlington, Vermont 05401

Michael E. Schirling  
Chief of Police

Telephone (802) 658-2704  
Fax (802) 865-7579

To: Jonathan Leopold, CAO  
From: Michael Schirling, Chief of Police  
CC: Mayor Bob Kiss, City Council, Police Commission  
Re: Budget Development – Level Funded FY12 Projections  
Date: April 27, 2011

Pursuant to our meeting on April 14, instructions to provided at that time, including details for achieving a level funded budget for FY12 *inclusive of step and COLA projections*, and additional detail provided this afternoon - working with the amended FY11 budget as a basis the Department offers the following as possible solutions.

While there are a variety of ways to craft budget alterations to achieve this savings, any meaningful savings must come as a result of personnel as other items in the budget are too small to allow alteration large enough to achieve significant savings. The items listed below are among those that would have the smallest operational impact.

It should be noted from the outset that work on our budget over the last ten years has resulted in notable decreases in overall staffing levels, which peaked at 155 total staff and now stands at 135. Staffing can only be described as “lean” with the overwhelming majority of staff in direct service positions (116 of 135 positions). For example, among the 135 employees, only one administrative support staff person exists.

(NOTE: Salary savings for positions noted reflect the full cost of salary plus a .25 multiplier for partial benefit savings, not directly reflected in the Department’s budget spreadsheet.)

<u>Item</u>	<u>Description</u>	<u>Savings</u>
Eliminate one Parking Enforcement Officer Position	The Department currently carries 5 and would revert to 4.	\$39,000

**Projected Impact:** Mild decrease in parking revenue if executed well. Would require monitoring to ensure no adverse effect on parking enforcement and/or revenue targets. As of July 1, that position will become vacant as the person currently in the position will be accepting a job as a police officer.

Seek additional reimbursement for School Resource Officer operations	Ask the School Department to contribute to the benefit package	\$20,000
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*Respect ~ Honor ~ Remember*

*Officer James W. McGrath, end of watch May 12, 1904; Officer J. Albert Fisher, end of watch December 15, 1947*

from the School Department

for one of two SRO's  
They currently cover the cost of  
One of the SRO's base salary for  
the nine month school year.

**Projected Impact:** Impact would occur on the School Department budget if adopted/accepted. As of the date of this memo the School Superintendent has indicated that the District can provide a \$10,000 additional contribution toward benefits and is assessing the viability of further contribution this late in the budgeting process.

Leave one Police Officer Position  
unfunded (increase attrition savings  
target)

As described.

\$51,000

**Projected Impact:** Impact would be in direct service. It should be noted from the outset that the Department does not control its call volume and workload. That is dictated by a host of factors, including recent alterations to State services, which have resulted in increasing call volume for law enforcement agencies. Call volume results in service provision. That takes two forms. Service provided by full time employees on a regular schedule or service provided by the same employees on overtime. There are two ways to attempt to achieve this savings in this area. The first would be to attempt reductions in service. That is an elusive task as there is no one area of service where a reduction or elimination of service is immediately apparent. Determining which calls for service we would attempt to shed would require an active engagement process involving stakeholders.

The second is to try to actively manage call volume and workloads to achieve the savings, after a budget reduction. However, as stated, call volume remains largely outside our direct control and call volumes have been increasing. Our fear is that call volumes and workload needs would simply create a scenario in which 100% of the work is required on less than a 100% budget. This would simply create significant risk of overspending the Department's adopted budget. Additional attrition savings targets, i.e. a second officer or other position, would result in further disparity between total operational costs and budgeted amounts.

(It should be noted that the Department's budget already reflects \$37,000 in vacancy savings. We believe, based on the expenditures over the last two fiscal years, that this is the amount that provides equilibrium between call volumes/work load, salaries, and overtime. The projection above would be *in addition to* that budgeted attrition savings.)

Total savings of proposed alterations (subject to successful implementation) are \$110,000.

Of additional note is that our 2012 budget was submitted prior to the ratification of the collective bargaining agreement. With the adoption of the new contract is the creation of retention bonuses in the amount of \$1,200 per officer per year. Across the now 87 officers that are eligible for this payment, it represents \$104,400 that is not reflected in our current 2012 budget.



April 27, 2011

To: Board of Finance

From: Library Dept

Re: Impact of 4.7% cut to Library budget (\$40,000)

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121080-61400; -\$14,000 Part-Time Help: 30 hour a week Library Assistant position reduced to 20 hours a week, and 26 hour a week page position reduced to 20 hours.

**Impacts:** The Library Assistant's 30 hours a week is assigned to the main public service desk and is scheduled to cover from 12 noon to 6 pm Sunday through Thursday. A reduction of 10 hours of coverage will impact public service- people will wait longer for service and staff working in other departments of the Library will be called to the desk to cover lunches and absences due to sick time or vacation creating a domino effect felt through the Library.

The Library Page's 26 hours a week is responsible for shelving library materials and keeping library tables and public areas picked up and orderly. A reduction of 6 hours of coverage will reduce the total number of page hours from 46 hours a week to 40 hours. The Library is open 66 hours a week and already lost a 20 hour a week page position several years ago due to cuts. Book trucks waiting to be shelved will pile up and public areas cleared and straightened less often. This position is also used to help cover lunches and is called to the main public service desk to cover unexpected absences.

121080-61450: -\$10,000 Temporary Help: Reduced from \$21,000 to \$11,000. This line item funds the Summer Reading Program Coordinator's position, AmeriCorp State positions, provides for reference substitutes, and used to cover unexpected absences. In order to continue with the services provided to teens, refugees and immigrants, by AmeriCorp State members it will be necessary to fund raise much of the Library's portion of their salaries. Cultural Competency initiatives undertaken this year with the help of AmeriCorp State may be seriously curtailed.

121080-63990: -\$1,500 Misc Training/Education: This would eliminate all training and education funding for staff.

**121080-65920: -\$2,000 Equipment Maintenance:** Reduce an already meager budget from \$6,500 to \$4,500 and hope that nothing serious malfunctions during FY'2012.

**121080-65990: -\$5,000 Other Contractual Services:** Reduce the budget from \$18,000 to \$12,000. Curtail planned improvements such as alarming exterior doors and keep remaining money for emergency services of plumbers, electricians, etc.

**121080-68300: -\$3,000 Electricity:** Projected savings from work done on lighting and HVAC upgrades in FY 2011 - \$13,089. Rebates from the work done by BED will be used to make further improvements to the HVAC in FY'2012 further reducing electricity costs.

**121080-70100: -\$1,000 Office Supplies:** Reduce from \$5,000 to \$4,000.

**121080-70400: -\$2,000 Postage:** Reduce from \$10,000 to \$8,000. Library's newsletter will no longer be mailed and will only be available on line.

**12180-70600: -\$2,000 Library Supplies:** Reduce from \$7,000 to \$5,000. Find ways to reduce library materials processing costs.

**121080-71120: -\$500 Janitorial Supplies.**

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**Increase revenue by \$1,000 in Library ESL Program & Services (121492). Work with fundraising consultant to increase grants**

## Parks & Recreation Department

### Revenue Increases

\$10,000	Increase in Leddy Ice Sales revenue. The impact is positive and reflects current trend and new uses
\$ 4,000	Increase revenues in Boathouse Mooring sales. The impact is positive and reflects full capacity best conditions. (Currently lake levels are so high we May not be opening docks/moorings on time, which will negatively impact boating revenues)
\$ 7,000	Increase North Beach Campground revenues. The impact is positive and reflects full capacity trends and \$1/night site increases
\$13,000	Increase Pease Lot revenue. The impact, positive, reflects special event days gate \$3 increase and \$1 daily R rate
\$ 2,500	Increased bus rentals / rates to external organizations. The impact decreased subsidization by Dept. to external organizations for use of Recreation bus.
\$25,000	Begin to charge an administration fee for the Penny for Parks program. The impact will be that there will now be an administrative fee assigned to several PFP improvement projects, slightly reducing the on-the-ground improvements. However, this is typical and standard, both across the City and as assigned to externally – contracted projects.
\$10,000	Increase Memorial Auditorium revenues in lease revenue miscellaneous reimbursements 23503 45079. The impact is positive to reflect actual reimbursements based on activity levels – upward trend.
\$ 4,000	Increase Memorial Auditorium revenues in lease revenue (23503 44002) The Impact is positive. Memorial Auditorium manager must promote and book events to FY11 trends, which is upward.
\$ 7,000	Increase Bus Rental revenue for bus use assigned to Burlington Kids, BSD reimbursement 23106 -44038. The impact will be positive, secures BK program reimbursement directly from BSD.
\$12,000	Increase Waterfront Park Rental revenue (23104 44009 ). Impact – assess new rental rates for Waterfront Park to ensure stronger cost recoveries, particularly against the larger – most impactful – events. Activities to be assessed new fees include concerts and beer tents
----- \$93,500	<b>Total increase in revenues</b>



### **Expenditures Reductions**

\$22,000	Memorial Auditorium – ½ of the full time Facility Coordinator and reserving some of the hours for part-time allocation
\$ 8,000	Reduce printing in Recreation Administration (23105 67200) Impact: no real impact, reduce seasonal print/distribution of seasonal activity guide to 2x per year (from 3x/yr) use electronic marketing instead.
\$ 9,000	Park Operations General – Reduce Salary funds held in reserve (reorganization23301 61200). The impact will be to limit department abilities to reorganize effectively given the different responsibilities and new Parks Superintendent. We planned to restructure based on efficiencies and re-assignments based on data collection / work order tracking, etc.
----- \$39,000	<b>Total reduction in Expenditures</b>
=====	
\$122,500	<b>Total Budget Benefit</b>

## Department of Public Works General Fund

### Revenue Increases

\$13,000	Increase in Engineering revenue. The impact is positive and is based on staff reorganization of work for Waterfront North, Moran and Project Review.
\$10,000	Increase in Inspection Services (Trades) revenue. The impact is positive and reflects an increase in projected activity levels.
(\$22,437)	Decrease in Equipment Maintenance revenue. The impact is negative and reflects a correction for double counting of outside fuel revenue.
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<b>\$ 563</b>	<b>Total increase in revenues</b>

### Expenditure Reductions

\$75,410	Streets and Equipment Maintenance-eliminate part time snow staff; PT snow staff was selected over other PT staff for Streets because those other programs bring in revenue. The snow program will also see a reduction in other contractual services. A reduction of one sidewalk tractor as PT staff reduction allows for equipment reduction. The result will be a slower response to some snow events. Streets will also make reductions in asphalt expenses and contractual services. Impact: no real impact, as the work shifts each year and FY12 will not see the influxes of ARRA funding.
\$13,000	Engineering-reduce training funds and eliminate upgrade to AutoCad, a computer aided drafting software program update.
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<b>\$88,410</b>	<b>Total reduction in expenditures</b>
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<b>\$88,973</b>	<b>Total Budget Benefit</b>